



Forest Heights Police Department Policy and Procedures Manual

Subject:	Telephone Requirements				
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A. Purpose

To establish a procedure that will allow on-duty Forest Heights Police Department (FHPD) officers to communicate with off-duty officers.

B. Requirement

1. All personnel, officers and civilians, who upon appointment to the FHPD or employed thereby, will maintain a telephone at there place of residence. If the employee only maintains a cellular telephone it will be maintained charged at all times.
2. Prior to or upon reporting for duty for the first time, employees will give the numbers of their personal telephones (land lines and cell phone) to the FHPD Chief. The Chief will maintain a roster of FHPD personnel and their respective telephone numbers.
3. FHPD officers will be provided with the personal phone numbers of FHPD employees.
4. All personnel phone numbers of FHPD employees will be kept confidential and will not be released to unauthorized persons.
5. FHPD employees will immediately inform the Chief if their phone number is changed or is no longer an active line.